

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY

**Head Nurse**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

**Open To:** The Public  
**Location:** SMHA's Brief Care Program/401 W. Thames Street, Bldg. 301, Norwich, CT  
**Job Posting No:** SM107327  
**Hours:** 1st shift / 8:00am – 4:30 pm / rotating 72 -72 -80 / every other weekend  
**Closing Date:** November 02, 2014

**Eligibility Requirement:** State employees who possess the general and special experience and training may apply. State employees currently holding the above title or those who have previously attained permanent status may apply. DMHAS employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

**Duties may include but not limited to:** Provides administrative and clinical nursing leadership and quality nursing care to individuals on a 24/7 sub-acute residential program for 15 individuals with persistent behavioral and physical health disorders; provides oversight and supervision for staff performing essential psychobiological interventions including medication, infection control measures, collection of laboratory specimens, management of medical emergencies, monitoring of vital signs, screening of pain levels, health teaching, and review of diet and nutritional needs to reduce emergency department care and maintain clients out of inpatient psychiatric beds; manages day to day operations including delegating tasks, individual contacts, and management of program milieu; observes/reports clients' behavior/progress toward goals; ensures development of quality recovery plans of care by staff; ensures confidentiality of oral/written instructions for carrying out client care procedures; assists clients to increase their understanding of recovery and resilience; works collaboratively with individuals, families and providers to promote recovery; provides performance appraisal and supervises staff in doing the same; role models excellent interpersonal and psychiatric nursing interventions; facilitates staff meetings and case conferences; performs other related duties as assigned.

**General Experience and Training:** Two (2) years of experience as a Registered Professional Nurse

**Special Experience and Training:** Incumbents in this class must possess and retain a license or temporary permit as a Registered Professional Nurse in Connecticut.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:**

Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

**To be considered for this position:**

1. **DMHAS employees who are lateral transfer candidates** (example: Head Nurse applying to a Head Nurse posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
2. **DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
3. **All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

Email: [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov)

FAX: (860) 859-4792

Southeastern Mental Health Authority  
Office of Human Resources / Attn: Recruitment  
401 West Thames Street, Building 301, Norwich, CT 06360

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities. **P-1**